

PURCHASING MANAGER

Definition

Under general direction, plans, organizes, and directs the activities of the Purchasing Division of the General Services Department.

Distinguishing Characteristics

The Purchasing Manager is a division head responsible for the activities of the Purchasing Division, including the Central Printing Division, of the General Services Department. The incumbent plans, organizes, and directs, through program supervisors, the activities of centralized purchasing, disadvantaged business enterprise (DBE) operations, disposal of surplus, citywide high-speed copying, central printing and copier machine acquisition, and mail processing and messenger services. This class is distinguished from Central Printing Supervisor and Supervising Buyer in that incumbents of the latter classes are section heads which supervise and participate in skilled work. This is an unclassified position in which the incumbent serves at the will of the Director of General Services.

Typical Duties

(May include but are not limited to the following)

Plans, organizes, and directs through program supervisors, centralized procurement (including rental and lease) of materials, supplies, equipment, services and public works/construction projects, disposal of surplus, disadvantaged business enterprise (DBE) operations, citywide high-speed copying and printing operations, copier machine acquisition, and mail processing and messenger services.

Develops and implements goals, policies, procedures, standards and priorities for purchasing, DBE and Central Printing activities and operations.

Evaluates the work of subordinate staff; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Supervises the processing of requisitions, quotations, and purchase orders, and all formal and informal bidding processes, including the appropriateness of purchasing decisions and conformity with specifications.

Partners with City departments in the preparation of specifications for bids and proposals and conducts liaison meetings with departments twice a year.

Directs the development and maintenance of standardized bidding documents for formal and informal bids, including federal projects and maintains all pertinent information relating to the bid process.

Reviews complex bid specifications and Requests for Proposals, evaluations and formal award recommendations. Acts as a resource to solve problems or legal issue in bid processes.

Receives and reviews bid appeals; participates and testifies in appeal hearings; directs the administration of the bid appeal process.

Reviews City Council agenda items recommending award of contracts to vendors.

Recommends award of contracts not exceeding an amount predetermined by the Municipal Code.

Investigates new sources of materials and services; corresponds on purchasing matters.

Coordinates and consolidates City's procurement needs to maximize consistent and cost effective operations, including maximum use of requirements contracts; ensures purchasing practices are in compliance with legal, professional and City Charter and Code requirements.

Prepares and administers the division budget and reviews personnel transactions.

Provides training in division activities.

Performs related duties as required.

Knowledge, Skills, Abilities

(The following are a representative sample of the KSA's necessary to perform the duties of the class)

Knowledge of purchasing methods and procedures for procurement of supplies and equipment, services and public works/construction projects.

Knowledge of the principles and practices of municipal budget preparation and administration.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Knowledge of the sources of supply, markets, price trends, grades and qualities of a variety of materials, supplies, and equipment.

Knowledge of equal employment practices, disadvantaged business enterprise (DBE) regulations, wages and related labor laws, and federal, state, and local regulations for compliance.

Knowledge of the laws, ordinances, and other requirements governing the purchase of commodities and public works/construction projects for the City.

Ability to make decisions and recommend award of contracts impartially and objectively.

Ability to plan, organize, and review the work of subordinate staff.

Ability to supervise, train and evaluate subordinate staff.

Ability to prepare clear and concise reports, records, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the course of business.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, or a closely related field; and four years of experience in the procurement of supplies, equipment and services and public works/construction projects which included, or is supplemented by, two years of supervisory experience.

Special Requirement(s)

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director

DATE: _____